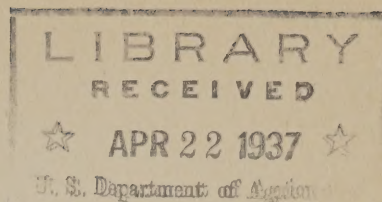


UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



April 12, 1937

MEMORANDUM FOR STATE EXECUTIVE OFFICERS
AND STATE COMMITTEEMEN,
Northeast Division.

An urgent request has come in from several states for an interpretation of the section in this year's program which reads as follows:

"Section 2. Increase in Acreage of General Soil-Depleting Crops. The Secretary reserves the right in the case of any farm which in 1937 has an acreage of general soil-depleting crops in excess of 20 acres to make a deduction from any payment that would otherwise be made for such farm in the amount of \$11.50 for each acre by which such 1937 acreage of general soil-depleting crops exceeds the general soil-depleting base which can be established for such farm. If in 1937 the Secretary exercises the right to make deductions reserved herein with respect to such farms, the procedure to be followed for the establishment of bases shall be in accordance with such instructions as may be issued by the Secretary."

People are asking specifically whether these deductions will be made on farms not eligible for diversion payment, and if so, under what condition.

Any recommendation for action in regard to deductions will be along the lines of the following statement of policy:

Such deductions should be made on non-diversion farms only in cases in which the 1937 crop program on the individual farm would definitely and flagrantly tend to defeat the purposes of the program. If a farm in 1937 has a sound and well balanced crop system from farm management and conservation standpoints, there is little probability that deductions will be made even though acreages of depleting crops may somewhat exceed the bases that have been established previously or the acreages of depleting crops grown in the past few years. If, for instance, a purchaser of a good farm which has not been cropped much in the last few years, or a young man developing a farm business, finds it desirable to expand depleting acreages in the process of developing a sound, progressive farm business, it is not desirable that he should lose through deductions the assistance that the program can give him in improving his farm.

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If, on the other hand, a farmer were to fly in the face of good farming practices and increase depleting acreages in a way to contribute seriously to soil erosion or depletion, we should expect the county committee to provide for deductions.

Sincerely yours,

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.



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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

April 20, 1937

MEMORANDUM FOR STATE OFFICES
NORTHEAST REGION

The procedure outlined below may be followed (a) when two or more County Agricultural Conservation Associations desire to consolidate pursuant to the provisions of Article VIII, Sections 29 and 30, of the Articles of Association of County Agricultural Conservation Association, Form NER-2, (as amended); (b) when farmers in a county in which an association has not been formed desire to become a part of an association organized in another county.

(a) Consolidation of Associations. The Board of Directors of each of the associations desiring to consolidate will hold a meeting for the purpose of adopting a resolution of the purport set forth below, which will be incorporated in the minutes of such meeting. The minutes of such meeting will be prepared in quadruplicate and certified by the president and secretary of the respective association. The original copy of the minutes will be retained in the records of the association. The duplicate will be forwarded by the secretary of the association to the secretary of the other association desiring to consolidate. The other two copies of the minutes will be forwarded to the State office, where one copy will be retained and the other transmitted to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C.

After the resolution set forth below has been adopted by each of the associations desiring to consolidate, and when copies of the minutes of the meeting at which the resolution was adopted are received by the Northeast Division from the State office, the secretary of each such association will be notified of the approval or disapproval of the plans for consolidation. The consolidation will not become effective until the date of approval by the Secretary of Agriculture of the Articles of Association of the consolidated association.

The headquarters of the association should be chosen for its proximity to the majority of the members of the consolidated association and should be located in the office of one of the consolidating associations. The consolidated association will be named in accordance with the Articles of Association.

The specified form of resolution is as follows:

"RESOLVED by the Board of Directors of the Agricultural Conservation Association of _____, County, State of _____:

- "1. That the above-named association be consolidated with the Agricultural Conservation Association of _____ County, State of _____, under the name of the Agricultural Conservation Association of _____ County(ies), State of _____.
- "2. That the office of the Agricultural Conservation Association of _____ County, State of _____ (which is hereinafter termed the Headquarters County), shall be the office of the consolidated association.
- "3. That all the members of said consolidating associations shall be members of the consolidated association.
- "4. That the Board of Directors of the consolidated association shall consist of the members of the respective Boards of Directors of the consolidating associations, until such time as a general election shall be held and new members of the Board of Directors selected from the communities organized in the consolidated association.
- "5. That upon approval by the Regional Director of the plans for consolidation the President of the Association in the Headquarters County shall call a meeting of the Board of Directors (paragraph 4 above) for the purpose of adopting Articles of Association and of electing a President, a Vice-President, a Secretary, a Treasurer, and a County Committee of the consolidated association, said offices to be so filled that each of the associations forming the consolidated association shall have at least one regular member on the county committee of the consolidated association.
- "6. That the consolidation shall be effective as of the date of the approval of the Articles of Association of the consolidated association by the Secretary of Agriculture.
- "7. That when the consolidation becomes effective the official records of each consolidating association shall be delivered to the Secretary of the consolidated association.
- "8. That the Secretary deliver a certified duplicate copy of the minutes of the meeting at which this resolution is adopted to the Secretary of the Agricultural Conservation Association of _____ County, State of _____, and forward to the State office two copies of said minutes."

Immediately after adoption of the Articles of Association and the election of officers, the Board of Directors of the consolidated association shall adopt a revised budget to meet the requirements of the consolidated association. The revised budget should be prepared in triplicate on Form ACP-19, duly signed by the President and Secretary of the consolidated association and forwarded to the State office, together with two signed copies of the Articles of Association, for transmittal to the Northeast Division. Upon approval, a copy of the Articles of Association and a copy of the budget will be returned to the Secretary of the consolidated association.

(b) Communities Becoming Part of an Association Organized in an Adjoining County. Where farmers in a county in which an association has not been formed are desirous of organizing without forming an association of their own, they may do so by becoming a part of an association organized in an adjoining county. In such cases, community elections will be held and the results of such elections certified on Form NER-4. The certified forms will be presented to the Board of Directors of the existing association for approval. Upon approval, the Board of Directors will adopt and incorporate in the minutes of the meeting the resolution set forth below:

"RESOLVED by the Board of Directors of the Agricultural Conservation Association of _____ County, State of _____:

- "1. That the chairman (or chairmen, as the case may be) of the community committee (or committees, as the case may be) of the petitioning community (ies) is (are) hereby elected (a) member (members) of the Board of Directors of the association.
- "2. That _____, who is chairman of (one of) the community committee(s), of the petitioning community, is hereby elected a regular member of the county committee of the association."

If the budget of the association is insufficient to meet the additional requirements, the Board of Directors shall adopt a revised budget immediately after the election of the county committeeman. The revised budget should be prepared in triplicate on Form ACP-19, duly signed by the President and Secretary of the association, and forwarded to the State office, together with one certified copy of Form NER-4 for each new community, and the original and one copy of the minutes of the meeting for transmittal to the Northeast Division. Upon approval, a copy of the budget and a copy of the minutes of the meeting will be returned to the Secretary of the association.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.



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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

April 28, 1937.

MEMORANDUM FOR STATE AND COUNTY OFFICES
Northeast Region.

It has come to our attention that funds requested by an Agricultural Conservation Association and listed on Form ACP-7 as personal service items, were intended to be used for the purchase of equipment in the County Office.

This request has, of course, been disapproved. However, in view of this occurrence we feel that it is desirable to call particular attention to the responsibility of the presidents, secretaries, and treasurers of Agricultural Conservation Associations in submitting request for funds, and in submitting claims and making disbursements of funds which are received.

If expenditures appear necessary which are not authorized in the approved annual budget, a revision thereof should be requested. In no case are funds to be used for purposes other than those authorized in the budget of the association and in every case disbursement of such funds must be in accordance with the claims submitted on Forms ACP-9 and 10 and a correct accounting for such disbursements must be made on a Receipt Schedule, Form ACP-11. The receipts which are submitted must be correctly signed.

The files of the association should contain individual personal service certificates on ECR-NER-Office Form 11, or copies of commercial invoices, as the case may be, to support each claim certified on Forms ACP-9 and 10. The files should also contain the check book used by the treasurer of the Association and all cancelled checks in support of each item paid. If any items are paid by cash, a complete record should be made in order that the files of the association may contain the necessary supporting documents for each transaction.

Any variation from the foregoing will result in considerable embarrassment and may lead to serious consequences.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

